



## Child Care Mini-grant\*

Are you interested in improving the quality of your early care and education environment?

Would you like to make those quality improvements a reality?

Here are materials to help you apply for a mini-grant. They include:

- An overview of First 5 Sonoma County
- Instructions regarding the application process
- A cover sheet
- An application with six simple narrative questions, plus eight basic questions about your program
- A budget form



**\*Child Care Providers are encouraged to apply for Quality Counts, Sonoma County's Quality Improvement Rating System. For more information, please visit the Quality Counts website at <https://www.scoe.org/pub/htdocs/quality-counts.html>**



## MISSION

*The mission of First 5 Sonoma County is to maximize the healthy development of all Sonoma County children from the prenatal stage to age five through support, education, and advocacy.*

First 5 Sonoma County funds programs and services for Sonoma County children from the prenatal stage to age five and their families. First 5 is funded by the California Children and Families Act (Proposition 10). This Act was passed by California voters in November 1998. It placed a tax on tobacco products and collects more than \$500 million per year for First 5 statewide.

First 5 in each county in California receives a share of this tax money based on how many babies are born in that county each year. Sonoma County's share is about \$4 million annually.

The California Children and Families Act says that First 5 dollars must be spent to promote, support, and improve the early development of children five years old and younger. First 5 Sonoma County does this by funding programs and services for young children and their families to help children enter kindergarten healthy and ready to succeed.

First 5 Sonoma County began in December 1998 when the Sonoma County Board of Supervisors created the Sonoma County Children and Families Commission. The Commission now has nine members and governs First 5 Sonoma County. It makes funding decisions and oversees funded programs and services.

## MINI-GRANT PROGRAM

First 5 Sonoma County's Mini-Grant Program provides small grants up to \$5,000. There is no minimum request. (Please see section E regarding limits on the size of requests.) If you receive a mini-grant, you will have approximately one year to complete your mini-grant project. Your mini-grant project must help First 5 Sonoma County achieve one or more of its objectives for 2010-2020 as explained in section A.

## A. COMMISSION OBJECTIVES

All funds given out under the Mini-Grant Program must be used for the development and nurturing of Sonoma County children from the prenatal stage to age five.

You may request funding for projects or programs that target one or more of the following objectives. Your request should clearly specify which objective(s) your project addresses.

- High quality early care and education
- Supports for parents to strengthen and improve parenting
- Supports for parents to strengthen literacy skills

First 5 Sonoma County believes that making progress in these areas will result in our youngest children being better prepared to succeed when they enter school. Research shows that children who succeed in school succeed in life.

## B. ELIGIBLE ACTIVITIES

You may receive a mini-grant for the following types of activities:

- One-time events (mini-grants will not be awarded to support ongoing activities or regular staff positions.)
- Projects that address the needs of children ages 0 to 5 within specific populations and/or neighborhoods
- One-time purchase of curriculum materials or equipment, such as indoor or outdoor play equipment, books, or educational tools. (Awards have typically not been made for the purchase of computers or software.)
- Applications must be organized around one major theme or focus, for example outdoor play equipment to improve large motor skills, or shelving and books for a reading area. It is best to apply for several large, good quality items rather than many small items. Products that become used up, such as art supplies, are not eligible.
- Facility improvements primarily benefiting the child care program (**home** improvements such as bike paths, sod or fencing are not eligible)
- Development of training(s) and/or enrollment in appropriate training opportunities (Awards have typically not been made for personal scholarships or to pay for regular academic coursework.)
- Technical assistance

## C. APPLICATION REQUIREMENTS

Please submit **one (1) original and six (6) copies of your proposal** to the address listed below. In order to be considered for funding, your proposal must include:

- A signed Application Cover Sheet with an original signature
- A completed Application Form (with attached narrative)
- A completed Budget Form (Please supply the details requested on the budget form; your application will not be funded if your application is not complete)
- A copy of your child care license

Your application will be reviewed by seven reviewers. **Applications will not be reviewed if fewer than six (6) copies are submitted with the original.**

**Remember to keep a copy of your entire application for your records.**

#### **D. SUBMISSION DEADLINES**

The final application period for fiscal year 17/18 is **December 1 – January 15**. Applications must be submitted **by 5:00 p.m.** on the last day of the application period. **Late applications will not be accepted.**

Applications must be submitted by mail or hand delivered. **Faxed or e-mailed applications will not be accepted. Applications without an original signature on the cover sheet will not be accepted.**

**Mail or deliver applications to:** First 5 Sonoma County  
490 Mendocino Avenue, Suite 203  
Santa Rosa, CA 95401  
Attention: Mini-Grant Program  
(707) 565-6612

Notification letters will be mailed within 30 days following the Commission meeting at which mini-grant applications are approved — usually the meeting in April (for December/January applications).

#### **E. LIMITS AND PRIORITIES**

**Note:** This round of Mini-Grant funding will be prioritized to support early care and education programs that have been impacted by the North Bay wildfires. The impact on the program and how funds will be used to address the impact should be clearly described in the application. However, all eligible applicants are encouraged to apply for funding for eligible activities, as described in the application.

##### **1. Funding Limits**

- Family child care providers licensed for 6 to 8 children may request up to \$2,000
- Family child care providers licensed for 9 to 14 children may request up to \$3,500
- Child care centers may request up to \$5,000

##### **2. Special Consideration**

Special consideration will be given to applications for child care projects that focus on one or more of the following areas:

- Infant/toddler child care
- Child care program “start up”
- Child care for children with special needs\*
- Child care for monolingual/bilingual children provided by Spanish-speakers

The determination of whether or not an application receives “extra credit” in one or more of these areas will be at the sole discretion of the Commission.

\*Children with special needs refers to those children whose behavior or development affects the family’s ability to find and maintain child care. Special needs may include developmental delays, serious emotional disturbances, speech impairments, deafness, blindness, etc.

## F. SELECTION PROCESS

Your application will be reviewed by First 5 Sonoma County staff and the Mini-Grant Review Committee. The committee’s recommendations will be presented to the Commission for final approval. Not all applications will be recommended for funding. Applications may be recommended for full or partial funding or no funding. More information or revisions may be requested.

## G. RESPONSIBILITIES OF GRANTEES

In order to receive mini-grant funding, you will be required to sign a contract agreement with the County of Sonoma and comply with all local, state, and federal laws and regulations.

If you receive a mini-grant, you must:

- Comply with the terms of the contract agreement
- Provide evidence of workers’ compensation insurance if you have one or more child care employees
- Keep careful records to document authorized expenses
- Keep copies of receipts for each item purchased
- Submit a final expense report in a timely manner

**If you do not comply with these responsibilities, you may be required to return your grant money, and you will not be considered for future funding.**

## H. APPLICATION REVIEW AND AWARD PROCESS

First 5 Sonoma County will be looking for project applications that:

- Are from programs not previously funded, unless impacted by the North Bay wildfires
- Have a good project description and focus
- Address First 5 Sonoma County’s objectives
- Provide the most impact (such as how many children are affected in relation to the amount of funds requested)
- Show that the applicant is well-qualified to carry out the project
- Allow us to fund projects throughout all regions of the county
- Comply with all eligibility requirements (see section B)

First 5 Sonoma County  
490 Mendocino Avenue, Suite 203  
Santa Rosa, CA 95401  
(707) 565-6612



**CHILD CARE PROVIDER MINI-GRANT APPLICATION COVER SHEET**

This application is to be used by child care providers. This includes applicants representing small and large family child care homes, preschools, and child care centers.

Amount Requested from First 5 Sonoma County: \_\_\_\_\_  
(This amount must be \$5,000 or less depending on your eligibility, see section E.)

Project Name or Brief Description: \_\_\_\_\_

Tentative Project Start Date: \_\_\_\_\_  
(Please allow five months or more after the application deadline.)

Applicant: \_\_\_\_\_

Applicant Street Address: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Tax ID Number of applicant: \_\_\_\_\_  
[Social Security #, Federal Employee Identification Number, or non-profit status, e.g. 501(c)3]

Please note: Mini-grant awards to individuals may constitute taxable income — please consult your tax preparer for further information.

**CERTIFICATION OF APPLICATION**

The Applicant Certifies:

To the best of my knowledge and belief, information in this application is true and correct. The application has been authorized by the governing board of the applying center (if applicable). I understand that any materials created under this grant are public domain and may be used and/or reproduced by the State of California, the County of Sonoma Department of Health Services' Prevention and Planning Division and First 5 Sonoma County. I understand that this is a public document and open to public inspection.

Name \_\_\_\_\_ Signature: \_\_\_\_\_  
(Person authorized to bind this agreement)

Title: \_\_\_\_\_ Date: \_\_\_\_\_



## CHILD CARE PROVIDER MINI-GRANT APPLICATION FORM

*Please answer the following questions on additional sheets of paper. Number your responses to match the question number and label each page with your name. Please type or neatly print your responses. Limit the length of your responses as indicated.*

1. Give a history of your child care program. (1/2 page limit)
2. Clearly state the purpose of your project and why it is needed. Describe the expected results. (1 page limit)
3. Has your program been impacted by the North Bay Wildfires?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe the impact on the program and how funds will be used to address the impact.
4. Which of the following First 5 Sonoma County objective(s) does your project address? How does it address this (or these) objective(s)?
  - High quality early care and education
  - Supports for parents to strengthen and improve parenting
  - Supports for parents to strengthen literacy skills
5. Thoroughly describe your project. (1 page limit)
  - A) State WHAT you intend to do
  - B) State WHO will do the work
  - C) State WHERE it will take place
  - D) State HOW it will be accomplished
  - E) State WHEN it will be done
  - F) State your ability to complete the proposed project
6. Who will benefit from your project? How many individuals do you expect to reach over what period of time? (1/2 page limit)
7. How will you determine the success of your project? Think about the positive effects of the changes you will be making. (1/2 page limit)



## CHILD CARE PROVIDER MINI-GRANT APPLICATION FORM

1. How many children in each age group do you currently care for on an average day?  
(Do not include your own children.)
  - a) less than 1 year \_\_\_\_\_
  - b) 1 year through 2 years 11 months \_\_\_\_\_
  - c) 3 - 5 years \_\_\_\_\_Total children 0 - 5 years \_\_\_\_\_
2. You are licensed for:    \_\_\_ 1-8 children    \_\_\_ 9-14 children    \_\_\_ other (enter number)
3. How long have you been providing child care? \_\_\_\_\_
4. How long have you been at your current location? \_\_\_\_\_
5. Do you own or rent the facility where you provide care? \_\_\_\_\_
6. If you rent, when does your lease expire, or is it on a month-to-month basis? \_\_\_\_\_
7. Please indicate if your child care program:
  - a) Provides care to children with special needs\*  
Currently:            Yes \_\_\_\_\_ No \_\_\_\_\_  
Within the past year: Yes \_\_\_\_\_ No \_\_\_\_\_
  - b) Provides care in a language other than English  
Currently:            Yes \_\_\_\_\_ No \_\_\_\_\_  
Within the past year: Yes \_\_\_\_\_ No \_\_\_\_\_

\*Children with special needs refers to those children whose behavior or development affects the family's ability to find and keep child care. Special needs may include developmental delays, serious emotional disturbances, speech impairments, deafness, blindness, etc.





## CHILD CARE PROVIDER MINI-GRANT APPLICATION BUDGET FORM

Please use this format to fully itemize your project's budget. Use a separate sheet of paper if your budget is long (using the same format). Include actual tax and shipping charges. Attach detailed information for each item you are asking for in the grant. For example, provide a copied page from a catalog or website that describes the item and lists its price. **Note: Mini-grant funds cannot be used to pay relatives or to pay anyone living in your household.**

REQUESTED ITEM <small>Please attach bids, descriptions, and photos from a catalog or website to clearly identify the items you are requesting.</small>	QUANTITY	COST EACH	TOTAL AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
<b>LABOR/INSTALLATION (attach bid)*</b>			
14.			
15.			
Shipping/Handling			
Tax			
<b>TOTAL</b>			

Applicant Name \_\_\_\_\_ Signature: \_\_\_\_\_

\*If your project involves labor or installation (for example, assembling and installing new playground equipment), please describe who will do the work and whether it is paid or volunteer labor: \_\_\_\_\_